

Job posting preview

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Bulletin Number	50777BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	MANAGEMENT ASSISTANT/ADMINISTRATIVE INTERN I
Exam Number	311
Filing Type	Standard
Filing Start Date	23-Feb-2015
Filing End Date	27-Feb-2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4056.27
Salary Maximum	4520.73
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	<p>MANAGEMENT ASSISTANT POSITION INFORMATION: Positions allocable to this entry-level analyst class are located in central administrative departments or the central administrative office of a line department, work under the close supervision of a higher-level analyst or supervisor, and are responsible for performing a variety of management staff support functions that require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions.</p> <p>ADMINISTRATIVE INTERN PROGRAM INFORMATION: The program is designed for individuals interested in pursuing a career in public sector service in County government. The program is a two-year, paid internship during which Administrative Interns, as County employees, work in administrative assignments where they are provided a general overview of County government through practical job assignments and participation in trainings. Through their administrative assignments, Administrative Interns are exposed to the responsibilities of County departments that provide services in such critical areas as public health, child welfare, social services, arts and cultural activities, law enforcement, and community development. Administrative Interns are assigned to the Department of Human Resources, the Chief Executive Office, or a line department where they rotate through divisions performing analytical work and gaining experience in areas such as Recruitment and Selection, Organizational Development, Training, Classification, Compensation, Employee Relations, Budget Operations, and/or Legislation.</p> <p>During the course of the program, Administrative Interns are given periodic appraisals assessing their performance in departmental assignments and participation in trainings. Administrative Interns must successfully complete a 12-month probationary period and all work assignments and training requirements.</p> <p>Successful completion of this program will enable Administrative Interns to compete for various permanent administrative or technical positions throughout the County.</p> <p>NOTE: Modifications to the Administrative Intern Program may occur during the course of the program to enhance and refine program outcomes.</p>

Essential Job Functions

Major job duties of a Management Assistant include but are not limited to the following: Researches information by locating and extracting information (e.g., by reading, downloading, interviewing, etc.) from relevant sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals, etc.) in order to provide valid and reliable data for analysis and decision making purposes; compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files, etc.) in meaningful ways in order to facilitate analysis; analyzes information using qualitative and/or quantitative analytical methods in order to understand and make conclusions based upon large amounts of information; develops and/or recommends the development of programs or policies to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success; prepares a variety of documents (e.g., reports, business correspondence, memoranda, etc.) using appropriate software programs (e.g., word processing, desktop publishing, presentation, etc.) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards, etc.); interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations, etc.) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc. in order to communicate information, share ideas and/or recommend solutions, and coordinate activities; performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents; etc.) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.

Major job duties of an Administrative Intern I include but are not limited to the following: Assists in carrying out routine to complex analyses, studies, projects, and implements program initiatives and directives; prepares and reviews routine to complex reports, forms, correspondence, and presentations; attends and participates in Departmental, Countywide, State, and Federal committees, training sessions, and task forces; as well as consults with, presents information to, and responds to inquiries from various individuals.

Requirements

MINIMUM REQUIREMENTS: A Bachelor's degree from an accredited college or university*.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

PLEASE NOTE THAT APPLICANTS WHO WILL MEET THE REQUIREMENTS BY JUNE 30, 2015 MAY ALSO APPLY. APPLICANTS MUST CLEARLY STATE THE DATE THAT DEGREES WILL BE CONFERRED ON THE EMPLOYMENT APPLICATION TO QUALIFY, BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF DEGREE OR OFFICIAL TRANSCRIPTS ARE SUBMITTED.

APPLICANTS WHO APPLY ONLINE AND HAVE THEIR DEGREE CONFERRED BY JUNE 30, 2015, MUST EITHER UPLOAD THE REQUIRED DOCUMENTS AS ATTACHMENTS DURING APPLICATION SUBMISSION OR SEND AN EMAIL TO CAREERS@HR.LACOUNTY.GOV ANYTIME DURING THE EXAMINATION PROCESS.

ALL OTHER APPLICANTS MUST SUBMIT PROOF OF DEGREE AT THE TIME OF FILING OR ANYTIME DURING THE EXAMINATION PROCESS. A PHOTOCOPY OF DIPLOMA OR OFFICIAL TRANSCRIPTS IS ACCEPTABLE.

FAILURE TO SUBMIT A PHOTOCOPY OF DIPLOMA OR A PHOTOCOPY OF OFFICIAL TRANSCRIPTS BY THE TIME THE ELIGIBLE LIST IS ESTABLISHED WILL RESULT IN APPLICATIONS BEING REJECTED.

Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

THIS EXAMINATION WILL CONSIST OF TWO (2) PARTS:

PART I: Job Specific Questionnaire (JSQ) to pre-screen applicant's related education in meeting the MINIMUM REQUIREMENTS.

Those applicants who show that they meet the MINIMUM REQUIREMENTS based on the JSQ responses will be eligible to proceed to Part II of the examination process.

Candidates who failed to meet the MINIMUM REQUIREMENTS based on the JSQ responses will be notified by U.S. mail.

PART II: A written test weighted 100% which will be administered in two (2) sections:

Section A: Computerized written test: This is an online unproctored Work Styles Assessment (WSA) written test which measures achievement, deductive reasoning ability, independence, influence, professional potential, confidence & optimism, and reliability. The computerized written test is tentatively scheduled the week of **March 30, 2015**.

Applicants must achieve a passing score of 70% or higher on the computerized written test (Section A) in order to be invited to take the paper-and-pencil written test (Section B).

Applicants will receive instructions on the dates to take the computerized written test (Section A) and the instructions for logging in via email. Applicants are responsible for providing a valid email address. Add careers@hr.lacounty.gov to your address book to ensure our emails reach your in-box.

Section B: Paper-and-pencil written test: This is a proctored written test which measures written expression, data analysis & decision-making/mathematics, and reading comprehension. The paper-and-pencil written test is tentatively scheduled the week of **April 20, 2015**.

Applicants must achieve a passing score of 70% or higher on the paper-and-pencil written test (Section B).

Invitation notices for the paper-and-pencil written test (Section B) will be sent via email. Applicants are responsible for providing a valid email address. Add careers@hr.lacounty.gov to your address book to ensure our emails reach your in-box.

Applicants must meet the Minimum Requirements and achieve a final

passing score of 70% or higher on the combined score of Section A and Section B of the written test in order to be placed on the eligible list. Applicants will be notified of their final test results by U.S. mail. Scores cannot be given over the telephone.

Applicants who are not successful on the written test will be notified by U.S. mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**Special
Information**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:

http://www.shldirect.com/practice_tests.html

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The eligible list resulting from this examination will be used to fill Management Assistant and Administrative Intern I vacancies in various County of Los Angeles departments, as they occur.

NOTE: The eligible list from this examination may also be used by various County departments for filling other appropriate temporary and permanent positions.

**Eligibility
Information**

The names of successful candidates will be placed on the eligible list for a period of 12 months.

Available Shift

Any

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or

disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and
Filing
Information**

Applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** (via electronic submission) **ONLY by 5:00 p.m., PST, FRIDAY, FEBRUARY 27, 2015.**

Facsimile and hard copy applications will not be accepted.

Applicants must upload a photocopy of degree or a photocopy of an official transcript as attachment showing the required courses completed and degree conferred anytime during the examination process. If you are unable to attach the required documents, you must either email to careers@hr.lacounty.gov or fax to (213) 380-3681.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the tab above or below this bulletin that reads, **APPLY TO JOB**, so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record. In addition, using another person's user ID and/or password is deemed as fraudulent and cause for disqualification.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**Department
Contact Name**

Virna Salomon

**Department
Contact Phone**

213-351-2953

**Department
Contact Email**

careers@hr.lacounty.gov

**ADA Coordinator
Phone**

adarequests@hr.lacounty.gov

Teletype Phone

800-899-4099

**California Relay
Services Phone** 800-735-2922

**Alternate TTY
Phone** 800-897-0077

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